

MEMORANDUM TO CONTRACTS SERVICES SECTION

Bridge File:	_____	Des. No.:	_____
Project No.:	_____ PE	Road:	_____
	_____ RW	Over:	_____
	_____ CN	County:	_____
Contract No.:	_____	Location:	_____
Letting Date:	_____		_____

1. It is recommended that the tracings for the above noted project be accepted. The following items accompany the tracings:

Final Design Book:	_____	Detail Packet:	_____
Final Cost Estimate & Disk:	_____	Permit Certification Form:	_____
Final Special Provisions:	_____	Detour Map:	_____

2. Is Federal Highway oversight required? Yes No
3. Is R/W clear? Yes No If no, number of parcels remaining is _____.
The expected R/W clear date is _____. The R/W contact person is _____.
4. Is utility coordination complete? Yes No
If no, what is status? _____.
The utility contact person is _____.
5. Is Railroad Agreement signed? Yes No N/A
If no, what is status? _____.
6. The plans were reviewed against the environmental documents on _____ and are in compliance with the environmental document which was approved on _____.
7. A DNR Permit for Construction in a Floodway was:
Not Required _____ Applied for _____ and Received _____
8. A Corps of Engineers Permit was:
Not Required _____ Applied for _____ and Received _____
Met Nationwide Permit (_____)
9. A 401 Water Quality Permit was:
Not Required _____ Applied for _____ and Received _____
10. A Rule 5 was:
Not Required _____ Applied for _____ and Received _____
11. A Coast Guard Permit was:
Not Required _____ Applied for _____ and Received _____
12. A Federal Aviation Authority Permit was:
Not Required _____ Applied for _____ and Received _____
13. The Design Summary approval date was _____.
14. Are any proprietary materials specified which are not listed in Figure 17-1B of the Design Manual?
Yes No
If yes, has the justification been submitted and approved for each item?
Yes No
15. Are any unique pay items listed in the pay items? Yes No
If yes, has a unique special provision been drafted and a unique pay item number requested in accordance with Design Manual 20-2.02(02)? Yes No

Signature
c:\Contract\JEJ

Date